



GENERAL SESSIONS CHRONICLES

1st Quarter 2010

Fourth Edition

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Clerk's Corner

Message by: Otis Jackson, Jr.



I hope you had a wonderful 2009 and that you met all your personal and professional goals for the year. As business increased towards the fourth quarter 2009, I saw employees going the extra mile and pitching in where needed. I appreciate your continuous hard work and dedication which makes General Sessions such a great place to work while providing the top service to the public and other government offices.

For 2010, I have communicated my vision to the management team and each will be developing their goals to achieve the vision. I have set key target goals for completion; therefore, I anticipate your professional goals will reflect your department's timelines to achieve our vision. In order to achieve the goals, we must be able to measure our progress and work together as a team. For example, we set our 2010 United Way participation goal to 100%; however, we obtained an 80% participation rate which is excellent and was up by 7% from the prior year. I am very proud of the response and support we had for 2010 campaign! Keep up the good work!

Thank you in advance for your support! I truly believe **“YOU are an ESSENTIAL PIECE”** of General Sessions!

Together we can make a difference!

CAO's Message

by: William Stovall

I hope your holiday season was joyful and prosperous. As we begin the New Year, it is important that we reflect upon the many outstanding accomplishments we have achieved during the year of 2009. If it was not for your hard work and dedication, these accomplishments would not have been attained.

Moreover, I am appreciative of the opportunity to serve in the Jackson Administration. As your Chief Administrative Officer (CAO), it is my goal to maintain the excellent attributes of the Clerk's Office. Equally, I am committed to the organizational paradigm of moving from excellence to preeminence. Therefore, I ask for your continuous hard work and dedication.

Let's make 2010 a productive, successful year for General Sessions Court. Remember, our best is yet to come.

Go Team !!!

General Sessions Court Clerk's Office

We are responsible for maintaining the dockets and keeping the records of the Six Civil Divisions and Nine Criminal Divisions in Shelby County, Tennessee.

General Sessions Civil Court has jurisdiction in the following actions:

- Civil cases up to \$25,000
- Forcible entry and detainer actions (Evictions)
- Action to recover personal property
- Emergency mental commitments
- Denial petitions for handgun permits
- Interpleaders
- Drug Dealer Eviction Program

Civil Downtown Office

140 Adams, Room 106
Memphis, TN 38103
(901) 545-4031
8:00 am to 4:30 pm
Monday - Friday

Civil East Office

1075 Mullins Station
Rd., Room W115
Memphis, TN 38134
(901) 379-7052

OUR MISSION STATEMENT

To effectively facilitate and encourage a positive working environment for employees as well as provide public and government services in the most effective and cost-efficient manner possible.

Message from Del Gill, Civil Administrator



My Fellow Civil Division Employees,

The past 16 months has been a wonderful experience in growth, fellowship and appreciation of people. While it is the Clerk's Office purpose to receive, schedule and maintain the transactions of the General Sessions Civil Courts of Shelby County, our mission is to: effectively facilitate and encourage a positive working environment for our employees as well as provide public and government services in the most effective and cost-efficient manner possible.

The spirit of our employees is in full blossom right now as we celebrate these holidays and reflect on the past year that we have shared: gifts, dinners, dances, cards, emails, decorations, baby picture contests and birthdays acknowledgements. As we plan for the New Year of 2010, it will be management's goal to provide you with the resources and training you will need to continue to not only meet the needs of our litigants, attorneys, judges and vendors calling on our services but to ultimately exceed their expectations as well.

I anticipate your invigorated return in 2010... Happy New Year! I appreciated the efforts of my management team and my superiors as well.

God bless us all,
Del Gill
Civil Administrator

What's Happening in the Civil Division?

An episode of "Wife Swap" was filmed at the home of Tina Davis, Civil Division Data Entry, on November 2, 2009. It will air in March 2010.

This episode involves a wife from North Carolina coupled with a husband from Bartlett, TN. She is an amateur ghost hunter and he is a sceptic.

Tina Davis was asked by the network if she would allow them to film in her home since it is "haunted" and has been filmed by other networks. Tina and her husband, Steve, are included in the episode as well as "The Memphis Paranormal Ghost Hunters".

**General Sessions
Criminal Court
handles 100,000
arrest charges/cases
per year and there
are nine divisions of
court in the
following cases:**

- Misdemeanor cases
- Preliminary hearings on felonies
- Shelby County Sheriff and Tennessee Highway Patrol tickets
- Environmental cases
- Domestic violence cases
- Arrest and bonds at the 24-Hour Clerk's Office

**Criminal
Downtown Office**

201 Poplar Ave., Suite
LL-81

Memphis, TN 38103

(901) 545-5100

8:00 a.m. – 4:30 p.m.

Monday – Friday

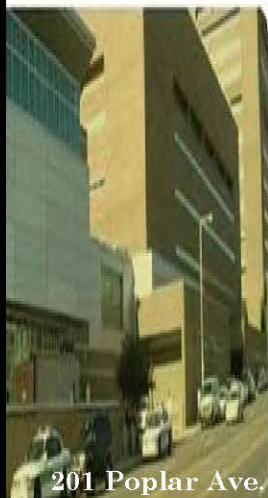
**24 Hour
Clerk's Office**

201 Poplar Ave.,

Suite LL-126

Open 7 days a week 24
hours a day

Message from Keith Shelton, Criminal Administrator



201 Poplar Ave.

Thanks for a most productive year
Filled with adventure and holiday cheer
Could not ask for a better crew
Taking care of business, you do
There is no "I" in team
General Sessions Employees are a dream
Your commitment and dedication
Makes the Jackson Administration

- Keith Shelton

What's Happening in the Criminal Division?



24 HCO clerks would like to send a big thank you to **Harvey Henderson**, manager. The employee's received a new refrigerator for their office. It even makes ice!

The clerks in 24 HCO would like to thank **Lee Gill** and **Sheila Edwards**, who held down the office on the 4-12 PM shift by themselves for two days during the holidays. **THANK YOU!!!**

Thanks to **Nikki King** and **Sheila Edwards** for turning the 24 Hour Clerk's Office into a Christmas Wonderland!

Mother is Singing High Praises!

Marktavius Fields, son of **Shawna Sharifi** (Criminal – Cashier), is a sophomore at Overton High School. Marktavius made the Tennessee Southwest Honors Choir for the fourth year straight. The concert was held at the Cannon Center November 14th. He also made the Tennessee All State choir they will be performing in Nashville in April.

Chronicle Update

Do you have information that you would like share with the rest of the staff?

Please submit entries to your department's administrative assistant no later than **March 26th, 2010** to ensure the next quarterly communication which will include April-June.



**YOU are an
ESSENTIAL
PIECE!**



On the Job Injuries (OJI)

Should you have an accident on the job, please report it directly to your supervisor or manager. The manager will contact Tunja Fields at ext. 3461 or Clyde Barnett at ext. 4550.

Procedural Updates

Please check with your managers and ensure you are aware of the new policies and procedures related to the following:

- AMS Time & Attendance (rev. 10/29/09)
- Compensation/Leave Time (rev. 9/1/09)
- 24 Hour Notice for Annual Leave (7/9/09)
- Dress Code (rev. 6/29/09)
- Counterfeit Pens (rev. 6/10/09)
- Civil Courthouse – Evacuation Plans (rev. 6/10/09)
- On-the-Job Injury Policy (rev. 5/15/09)
- Inclement Weather Policy (rev. 3/26/09)
- Mass Emails (rev. 3/09/09 also refer to Shelby County Employee Handbook pg. 96)
- Filing Fees on Orders of Protection
- Electric Space Heater Usage (rev. 3/09)
- Anthrax Attack Procedures (rev. 2/24/09)
- Monthly Analysis Reports (rev. 12/11/08)
- Voluntary Overtime (rev. 11/21/08)



Information Technology & Assistance

Message by: Herman Boyd, Information Technology Manager

As General Session's employees we should all be encouraged to follow best practices for password protection. When you log on to your desktop the password that you use is considered your network password. To ensure safety you should change it at least every 90 days. To do so press the "Alt, Ctrl and Delete" keys simultaneously, this will bring you to the Microsoft Windows security box. Click "Change Password". You will enter your "old password", your "new password" and then re-enter your new password to "confirm" it and then click "ok". When choosing a new password it should be considered complex.

- The new password should include at least one number, a special character such as @ % \$, and a combination of upper and lowercase letters.
- Never pick a password made of personal or traceable information. For example, the name of the street you live on, the name of your old high school or college, the name of a relative or the name of a pet.
- If passwords must be written down on a piece of paper, store the paper in a secure place and destroy it when it is no longer needed.
- Never share passwords with anyone.
- Change passwords immediately if they may have been compromised.



Congratulations!

Happy Birthday

to:

January

Casondra Rogers	1/5
Margaret Kreatschman	1/8
Barbara Parks	1/9
Antoinette Garmon	1/10
Tavia Tate	1/10
Herman Boyd	1/11
Valerie Koos	1/11
Michelle Smith	1/12
Laquetta Cannon	1/13
Thomas Leake	1/17
Billy Brown	1/22
Simone Dias	1/25
Latonya Jefferson	1/25
Sheila Edwards	1/26
Deborah Rowlett	1/27
Pamela Webster	1/31

February

JoAnn Bowden	2/6
Pashea Fisher	2/6
Zack Armour	2/10
Ed Cox	2/13
Mary Caston	2/18
James Scully	2/18
Katrina Page	2/19
Annease Jones	2/22
Phyllis Williams	2/23
Lee Gill	2/26
Deon Allen	2/27



Human Resources & Training

Message by: Tunja Fields, Human Resource Manager

Welcome Aboard William Stovall!

Effective November 1st, 2009, Mr. Jackson appointed William Stovall as General Sessions Chief Administrative Officer.

On the 2010 Holiday Schedule:

Please note: Christmas Holidays are listed as December 24 & 27, Thursday & Monday.

Correction should be: December 24 & 27, Friday & Monday.

CONTEST

???

GUESS WHO

???

Can you name who this employee is based on the following clues:

- 1) Lived part of their life as a blonde.
- 2) Was in a car accident on the way to work and was told he/she may never walk again.
- 3) Something strange about his/her eyes.
- 4) Normally right handed but can do things with both hands.

Deadline of entries is January 29th.

Submit to michelle.smith@shelbycountyttn.gov

Please limit one guess per employee.



For Your Information

SHELBY COUNTY LANGUAGE LINE

To ensure compliance with TITLE VI, Shelby County Language Line has been successfully used by General Sessions employees for translation needs of our employees with the citizens of Shelby County who do not speak fluent English.

To use **Language Line** call (800) 523-1786 and provide our **client id**.



Birthdays (continued)

March

Jacquelyn Perry	3/8
Alice Casey	3/15
Lorean Hearn	3/17
Keisha Humes	3/19
Cheryl Colson	3/21
Michael Buchanan	3/24
Sceva Cummings	3/25
Jacquelyne Gardner	3/26
Jairo Mendez	3/26
Robert Ahlers	3/27
Sheila Hurst	3/28



Shelby County Anniversaries

<u>January</u>	<u>Yrs</u>
Dana Keenan	31 yrs
Alice McGluen	23 yrs
Clarence Taylor	22 yrs
Annease Jones	19 yrs
Phyllis Williams	15 yrs
Robert Ahlers	12 yrs
Margaret Kreatschman	12 yrs
Jada Holman	8 yrs

For Your Information

IMPORTANT PHONE NUMBERS TO REMEMBER



***77 Link to**

a State Trooper

& TDOT Help Truck

Dispatcher (901)537-2988



ATM SAFETY

If you should ever be forced by a robber to withdraw money from an ATM machine, you can notify the police by **entering your PIN # in reverse**. For example, if your pin number is 1234 then you would put in 4321.

The ATM recognizes that your pin number is backwards from the ATM card you placed in the machine. The machine will still give you the money you requested, but unknown to the robber, the police will immediately be dispatched to help you.

This information was recently broadcast on FOX TV and it states that it is seldom used because people simply don't know about it.

History Lesson of General Sessions

General Sessions Court was created by a private legislative act in 1941 (Tennessee Private Acts, 1941, Ch. 123, section 1). As the needs of the residents increased, Shelby County's government moved into a courthouse occupying an entire city block in downtown Memphis (140 Adams), the location of today's Civil Courthouse. This \$1.6 million courthouse opened in 1909 and celebrates the centennial in 2009. It is listed on the National Register of Historic Places and features seven different marbles from Vermont, Pennsylvania, Alabama, and Tennessee. The building, with its mahogany woodwork, bronze hardware and art groupings representing law, underwent extensive renovation from 1987 to 1991. The Civil Courthouse is still in existence today with additional buildings at 201 Poplar (Criminal Courthouse) and Administrative Shelby County Building (160 Main).

The Tennessee Legislature passed a bill on March 21, 1974, which restructured county government into its present form. Shelby County voters approved the change in a referendum in August 1974. Today, General Sessions Court has responsibility of maintaining the records and funds of Civil and Criminal Divisions.



Shelby County Anniversaries (continued)

January **Yrs**

Cathy Smith	8 yrs
Lynda Austin	6 yrs
Armenda Rodgers	2 yrs

February **Yrs**

Bill Jamison	29 yrs
Harvey Henderson	20 yrs
Casondra Rodgers	18 yrs
Jeanette Bolden	8 yrs
Shawna Sharifi	7 yrs
Kesha Whitmore	1 yr
Larry Crawford	1 yr
Kristi Love	1 yr
Jeriha McNeal	1 yr
Jairo Mendez	1 yr
Gabrielle Turnage	1 yr
Herman Boyd	1 yr

March **Yrs**

Valeri Branch	24 yrs
Janice Jones	21 yrs
Joann Mims	21 yrs
Ollie Smith	21 yrs
Katrina Page	18 yrs
Deon Allen	17 yrs
Rheunte Benson-Wynn	17 yrs

Centennial Celebration for 140 Adams Courthouse

140 Adams Civil Courthouse Celebrated 100 years in Style!

The festivities included: guided tours of the history of the grand building, speeches from Shelby County Mayor and City Mayor, Houston High School band was dressed in historical costumes and lots of pictures!



Shelby County Service Recognition

Former Mayor AC Wharton, Mr. Jackson, Mr. Gill and Mr. Shelton recognized the following employees for their service with Shelby County Government:



AC Wharton & Vernele Clark



Shelby County Anniversaries (continued)

March	Yrs
Freddie Sanders	16 yrs
Theressa Harris	13 yrs
Valerie Koos	11 yrs
Keisha Humes	10 yrs
Andrea Lewis	10 yrs
Deshaun Bailey	9 yrs
Deborah Jasper	9 yrs
Larry Tauber	9 yrs
Tina Davis	3 yrs

SWINE FLU UPDATE ...



If you wake up feeling sick or look like this, please don't come to work!

Remember:

Wash your hands frequently and cover your mouth if you cough or sneeze.

Health & Wellness



Message by: Mitzi Turnage

HEALTHY GOALS

Whether you resolve to lose weight, save money, or adopt a healthier lifestyle, New Year's resolutions can be hard to keep. By Valentine's Day, most New Year's resolutions are a distant memory. Help your child understand that time and patience are usually involved in making changes. It takes time and commitment to your plan for your resolution to become a habit.

Children also benefit from learning how to plan and reach goals. It helps them learn how to manage their time and make good decisions-skills that can have a lasting and positive impact on their future.

The following tips can help you and your children successfully plan and achieve your goals:

Be specific. When thinking about goals, be as exact as possible. People who set specific goals are more likely to succeed. For example, instead of saying that you want to save money, set a specific goal to save \$20 (or whatever your goal amount is) per week.

Put it in writing. Write down exactly what you want to achieve and post it in a place where you will see it every day. This will help remind you of what you're working toward. When you write, use positive terms. For example, instead of writing, "I will stop eating junk food" re-word your goal in more positive terms: "I will make healthy food choices."

Set realistic goals. When you think about setting goals, make sure that they are within your reach. Be mindful of your finances, schedule, and other personal affairs. Remembering these important factors will help you set realistic goals. It's unreasonable to expect to make a lot of big changes at the same time.

Develop an action plan. Create a timeline with steps toward your goal. Set deadlines for each step and cross them off as you go. Sometimes just crossing things off and watching your list get smaller can give you a sense of accomplishment and help you stay motivated.

Believe in yourself. Stay positive about your progress. Share your goal with a friend and ask him to help keep your spirits up. To quote Henry Ford, "If you think you can or you can't, you're right."

Be flexible. Keep in mind that setbacks can happen. Don't get discouraged and give up. Try again! Your hard work will pay off!

Ask for help. If you get stuck or need a little encouragement, don't be afraid to talk about it. You might be surprised what kind of support people offer.

Reward yourself. Acknowledge your achievements, even the small ones. Reaching a goal takes hard work and you should be proud of your efforts. Celebrating could mean sharing an apple with your child or taking some time for yourself.

Having clear goals and a plan can bring your family together and help you be healthier all year. All positive changes-tiny or drastic-can improve your everyday life. Make this New Year count and create a plan to follow through on your resolutions!

For more information or to read the article in its entirety go to:

www.family.samhsa.gov



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Substance Abuse and Mental Health Services Administration
Center for Substance Abuse Prevention
www.samhsa.gov

VOLUNTEERS

Valuable is the work you do,

Outstanding in how you always come through.

Loyal, sincere and full of good cheer,

Untiring in your efforts throughout the year.

Notable are the contributions you make,

Trustworthy in every project you take.

Eager to reach your every goal,

Effective in the way you fulfill your role.

Ready with a smile like a shining star,

Special and wonderful

***That's what
YOU are!***

REFLECTING ON 2009 PARTICIPATION

Mid-South Food Bank "Operation Feed the Need"



Operation Feed 2009 Zing Award" and "High Roller Award" for raising **\$1,255.00** during "A Taste of the Mid-South Fair". Special thanks to Freddie Sanders, Chairperson, and Bettina Davis, Co-Chair, and everyone who helped contribute to the Mid-South Food Bank.

Life Blood & St. Jude Blood Drive

Life Blood



MID-SOUTH
REGIONAL
BLOOD CENTER

give blood. give life.



**St. Jude Children's
Research Hospital**

ALSAAC • Danny Thomas, Founder

Thanks to all the employees who helped save a life!

"Operation Back to School"



General Sessions employees were able to supply at least 400 children with the school supplies like paper, notebooks, glue, scissors, erasers, etc. I'm sure next year will be even bigger and better!

SPECIAL THANKS to the following employees who went above and beyond: Mitzi Turnage, Del Gill, Joann Mims, Alice Casey, Tunja Fields, Keshia & Asia Whitmore, Ollie Smith, Freddie Sanders, Latonya Jefferson, Larry Crawford, Katina Issac, Gortia Banks, Sharonda Miller, and Ramisha Brice.

REFLECTING ON 2009 PARTICIPATION

Family Day at Work

Family Day at Work was a success! General Sessions had 35 children to participate. The chaperones, the tours, and question /answer sessions were terrific! To view the world through the eyes of a child is an experience itself.



Junior Achievement of Memphis Bowl-a-Thon



If you think we had fun
last year bowling for
Junior Achievement,
competition heats up
again on



FEB. 20th, 2010!





United Way is proud to announce that TN: "The Volunteer State" is the first state in the nation to offer an United Way LIVE UNITED license plate.

By ordering one of these plates you will be able to show your friends, neighbors and co-workers how you Live United!

United Way needs your support to reach the required minimum order of 1,000 plates before production can be authorized by the state. Proceeds from the sale of the plates will go the United Ways of Tennessee. It will assist in the support, promotion and training of the 39 active United Ways within the state.

This specialty plate would not possible without the support, assistance and sponsorship of legislation from Tennessee State Representative Jimmy Eldridge, Tennessee State Senator Lowe Finney and the 25 co-sponsors.

Thank you!
Your Friends at
United Way



REFLECTING ON 2009 PARTICIPATION

UNITED WAY 2010 Campaign

United Way Kick Off Campaign began on October 1, 2009.
The General Sessions United Way Representatives were:

Clyde Barnett	Chairperson
Tunja Fields	Planner
Kesha Whitmore	Civil Representative
Gortia Banks	Criminal Representative

In 2009 General Sessions had 73% participation and our goal for 2010 was to have 100 % participation. The results are in:

General Sessions had an overall 80% participation!

Thank you for supporting OUR COMMUNITY & UNITED WAY!

Your General Sessions United Way Committee

You baked and sold cookies! You played "Name that Baby"! You bought turkey legs, barbecue nachos, & smoked sausages!



Administrators and the Clerk had their day in court and were found guilty. All administrators went to "United Way Jail" and raised money for the cause.

Anyone look familiar?



"Teflon Don Shelton"



"Del Capone Gill"



"Attorney" Letson with "the Godfather"



"Machine Gun Clyde"

REFLECTING ON 2009 PARTICIPATION

General Sessions' Holiday Decorating Contest



Congratulations to all who participated in the 2009 General Sessions' Holiday Decorating Contest!

The halls were definitely decked with holiday cheer and team spirit!

(left) 1st Place Winners:
Criminal - Data Entry
"Santa's Workshop, Come See Santa"

PLACE	DIVISION	DEPARTMENT	THEME	AWARD
1 st Place	Criminal	Data Entry	Santa's Workshop, Come See Santa	Best design, most festive & creative
2 nd Place	Civil	Court Support	Angel's are Among Us (Breast Cancer)	Originality Award
3 rd Place	Criminal	Collections	Blue Christmas	Originality Award
	Criminal	24 HCO	24 Hr Reindeer T'was the Night Before Christmas	Team Award
	Criminal	Accounting	Letters to Santa	Best Presentation
	Criminal	Front Counter	Christmas on the Front	Participation Award
	Criminal	Court Room Clerks	Christmas in the City	Participation Award
	Criminal	Records Management	Santa's Secret Village	Participation Award
	Civil	Data Transcribing	Christmas 101	Participation Award
	Civil	Filing Counter	Filing Express	Participation Award
	Civil	Garnishment Counter	Garnishment Express	Participation Award
	Civil	Records Room	Santa's Production Department	Participation Award

General Sessions' Holiday Celebration



The General Sessions' Holiday Celebration was teamwork in action!



Special thanks to Tunja Fields for coordinating a great evening for everyone!

REFLECTING ON 2009 PARTICIPATION

General Sessions' Angel Tree Donations



General Sessions Civil and Criminal Divisions donated their Casual Day (Blue Jean) money to make the dreams and wishes of many Salvation Army Tree Angels come true.

Your monetary Friday contributions were turned into clothing, bedding and toys for needy children and seniors.

Thank you for your support!



Northhaven Elementary "Spreading Holiday Cheer"



The children of Northhaven Elementary were "Spreading Holiday Cheer" from 140 Adams Courthouse to the hallways of 201 Poplar General Sessions Criminal Division.

Courts were temporarily recessed so that everyone could enjoy the beautiful sounds of the children singing. The children's laughter, songs and jingle bells filled all the hallways with the holiday spirit.



Thanks to all who participated!

